



Searching for Vacancies from a Candidate record

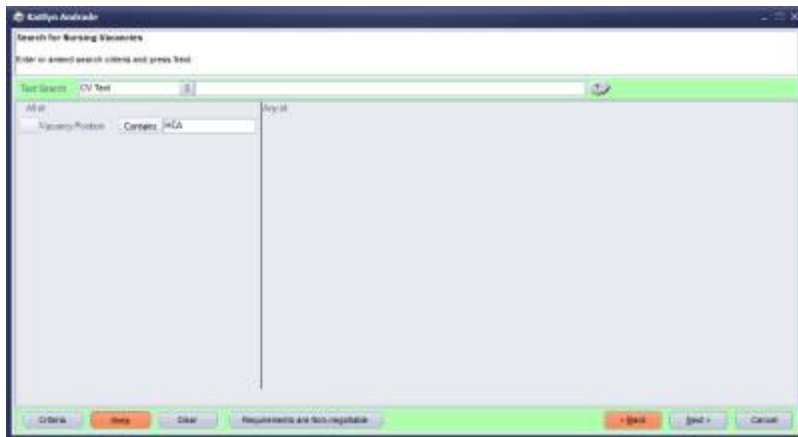
If your agency works from the point of view that your candidate provides details of the type of work they would like and you match them to open vacancies (rather than starting with the vacancy and matching available candidates) you can do this using the search button when you are in a candidate record.

The screenshot shows the iqx candidate record for Kallvin Andrade. The 'Search' button in the top toolbar is highlighted with a red box. The interface includes a left sidebar with various tabs, a central area with fields for personal and professional details, a calendar, and a list of shifts.

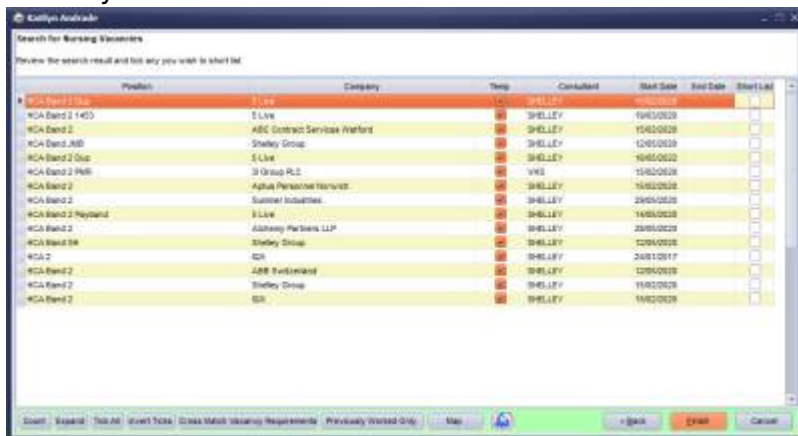
This will launch the search wizard. On the first screen it will default to the logged in users department, whether they are temp or perm and desk type although these can be amended by using the drop down menus. If your default desk type is a shift desk then you can select between All shifts or Future shifts.

The screenshot shows the iqx search wizard screen. It prompts the user to 'Select department and vacancy type and press Next'. The 'Department' dropdown is set to 'Human Resources', 'Permanent' is selected, 'Temp' is unselected, 'Vacancy Status' is 'Current', 'Desk Type' is 'Weekly Shift', and 'Future Shifts' is 'Future Shifts'. The 'Next >' button is highlighted.

Any requirements that have been added on the candidates record will appear on the next screen, it is also possible to add additional criteria. For more information on candidate requirements see [Requirements](#).



The final screen will display the results for the search where you can shortlist the candidate, view the location of the vacancies on a map (2.21.11+), send a notification to the candidate or expand the vacancy record.



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